

**City of West Linn**  
**PRE-APPLICATION CONFERENCE MEETING**  
**SUMMARY NOTES**  
**April 7, 2016**

**SUBJECT:** Application for a 12 lot subdivision, Planned Unit Development (PUD), Annexation, Zone Change and Water Resource Area (WRA) permit at 3015 and 3001 Parker Road.

**FILE:** PA-16-03

**ATTENDEES:** Applicants: Carol and Noelle Price, Zach Pelz, Monty Hurley, Ed Brockman, William Relyea, Gail Holmes  
Staff: Peter Spir, Daren Wyss (Planning), Khoi Le (Engineering)

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*The following is a summary of the meeting discussion provided to you from staff meeting notes. Additional information may be provided to address any "follow-up" items identified during the meeting. These comments are PRELIMINARY in nature. Please contact the Planning Department with any questions regarding approval criteria, submittal requirements, or any other planning-related items. Please note disclaimer statement below.*

**SITE INFORMATION:**

Site Address: 3015 and 3001 Parker Road (21E25CC tax lot 100 and 200)  
Site Area: 154,545 square feet / 3.54 acres  
Neighborhood: Parker Crest NA  
Comp. Plan: Low Density Residential  
Zoning: Currently Clackamas County zone: FU-10  
Applicable code: CDC Chapter 32: Water Resource Area (WRA) permit  
CDC Chapter 85: Land Division  
CDC Chapter 24: PUD  
CDC Chapter 105: Zone and Plan Change  
CDC Chapter 81: Boundary Changes

**PROJECT DETAILS:** The site slopes downhill from north to south at an average grade of 15 percent. The site is dominated by a Christmas tree farm. There is one single family home on the site. A tributary to Tanner Creek lies to the east of the property. The Water Resource Area (WRA) boundary associated with the creek extends onto the applicant's property. The property is in Clackamas County and zoned FU-10. The property must be annexed to the city and a zone designation established prior to development applications being submitted. The City of West Linn Comprehensive Plan designation for this area is "Low Density Residential" which is compatible with R-7 to R-40 zoning. With the passage of Senate Bill (SB) 1573, West Linn's voter approved annexation process is under review. Annexations must also go through Metro. Please see: <http://www.oregonmetro.gov/tools-partners/data-resource-center/annexation-and-boundary-change-information>. Annexation to the Tri-City Service District and withdrawal from the Clackamas County Enhanced Law Enforcement District is also required. Once annexed, the proposal is to develop a 12 lot subdivision/PUD. Lots would be in the 6,100-9,569 square foot range. A street to access the lots will come off Parker Road and stub out to the property to the west. Utility stub outs and easements to facilitate adjacent development is required.

Perimeter tracts for tree protection are not required by code and could free up sufficient land for a non-PUD application. Storm water facility location in the WRA boundary requires compliance with CDC 32.060(B). No removal of trees prior to annexation. Contact Khoi Le at [kle@westlinnoregon.gov](mailto:kle@westlinnoregon.gov) for Engineering comments and Ty Darby at [tdarby@tvfr.com](mailto:tdarby@tvfr.com) for TVFR comments.

**PROCESS:** For annexation, Boundary Changes (Chapter 81) and Zone Change (Chapter 105) apply. The CDC is online at <http://westlinnoregon.gov/cdc>. Metro Code Chapter 3.09 “Local Government Boundary Changes” applies: [http://www.oregonmetro.gov/sites/default/files/309\\_eff\\_071112\\_final.pdf](http://www.oregonmetro.gov/sites/default/files/309_eff_071112_final.pdf). (The applicability of West Linn Municipal Code section 2.915 “Annexations” is also under post SB 1573 review.) Oregon Department of Revenue mapping standards must be met. Additional information on the annexation procedure is available from the City of West Linn Planning Department.

Submit a completed application form to the Planning Department. The fee for annexation is \$15,000 plus \$1,000 per acre. (The zone change fees are included in the annexation fee.) The annexation process takes from 9-12 months.

The post annexation applications require a neighborhood meeting per CDC 99.038. Please follow those requirements very carefully. The host neighborhood association (NA) is the Parker Crest Neighborhood Association ([ParkerCrestNA@westlinnoregon.gov](mailto:ParkerCrestNA@westlinnoregon.gov)). There are no other NAs within 500 feet. Any substantive changes to the proposed subdivision design between the neighborhood meeting and the date of submittal of the application to the City shall require repeating the 99.038 process. No NA meeting is required for annexation and zone changes that do not require a comprehensive plan/map change per 99.038

The land use applications include subdivision (Chapter 85), PUD (Chapter 24), and WRA permit (Chapter 32). Submit the application form, signed by the property owner, to the Planning Department. Required specialist studies include an arborist’s tree inventory, WRA boundary delineation and may also include a geotechnical and a traffic study.

The deposit for a subdivision is \$4,200 plus \$200 per lot. The final plat fee is \$2,000. There is also a \$500 fee for final site inspection. The deposit for a WRA is \$2,600 and an inspection fee of \$250. A PUD has a deposit fee of \$4,200 plus \$400 per acre.

The City has 30 days to determine if the application is complete or not. If the application is not complete, the applicant has 180 days to make it complete or provide written notice to staff that no other information will be provided. Once the submittal is deemed complete, staff will provide notice per CDC Chapter 99 and schedule a public hearing with the Planning Commission. Appeals of the Planning Commission’s decision are heard by City Council.

**DISCLAIMER:** This summary discussion covers issues identified to date. It does not imply that these are the only issues. The burden of proof is on the applicant to demonstrate that all approval criteria have been met. These notes do not constitute an endorsement of the proposed application **or provide any assurance of potential outcomes**. Staff responses are based on limited material presented at this pre-application meeting. New issues, requirements, etc. could emerge as the application is developed. **A new pre-application conference would have to be scheduled after 18 months and these notes would no longer be valid. Any changes to the CDC standards may require a different design or submittal. Typical land use applications can take 6-10 months from beginning to end.**